*Today's Date: 9-16-03 **Patent No.** 6216114

STATUS/TELEPHONE INQUIRY & EXPEDITE REQUEST
(11/19/2002)

Caller's Name: _____ **Tel. #:** _____

Comments (note what is being requested or problem): _____

_____

_____

PALM Location: 9200 **Date:** 8-15-03 **Charged to (name):** _____ **Loc.:** ____

Record In CofC Database (circle one) **Y / N** (If more that one record, use reverse side)

MRD (for record in CofC Database): 9 / 24/ 01 **Assigned to (LIE's initials (initials):** SPG

Date Assigned: ___/___/___ **Sent to Loc.:** _____ **Rec'd:** ___/___/___ **Turned-in:** 7 /17/02

Date PALM updated: ___/___/___ **CofC Issued:** 8 / 6 / 02 **CofC Denied:** ___/___/___

Patent number listed on C of C listing in OG ((circle one) **Y /** (N)

CofC Issued for this record is attached to patent on Internet (circle one) (Y) **/ N**

New/different correction(s) requested. Check Intranet or with RTIS. (circle one) **Y / N**

Corrections request here, are exactly the same as in CofC on Intranet. (circle one) **Y / N**

☐ 1. Outstanding pending request, order file, dispatch to JCWS, to match paper and assign to an LIE, ASAF

☐ 2. CofC was recently issued or denied. If CofC was issued less than 2 weeks ago, inform applicant/attorne to allow approximate 2 weeks and if CofC is not received, to submit status inquiry. Inquiries regaardin; CofCs that were recently issued/denied, after receipt of the inquiry, should be placed in the file.

☑ 3. If CoC was issued more than three two weeks ago, and the attorney has not been received, inform attorney to file a written request. Status letters for CofCs issued more that than 3 weeks ago, or any request for duplicate certified CofC (a "Request for Duplicate Certified Copy of Published Certificate o· Correction"), should be forwarded to JCWS with the file. JCWS, duplicate Certified copies should be direct to address in PALM, only. If request was denied forward file to LIE, to send applicant copy of denial letter.

☐ 4. The request is assigned to an LIE or LIE has sent file to TC, give customer the LIE's name and telepho. number, and tranfer call to the LIE that the file is assigned. If the LIE does not answer phone and call· insists that the call is urgent, direct call to the LIE's Team Leader.

☐ 5. If errors were made in the keying of corrections for published/issued CofC, inform attorney/applicant t *noted corrections to quoted text or corrections on a copy of incorrect CofC* and send it to this Branch. Key new record. If request was processed without file locate CofC in "PUBLISH" CofCs and forwdard fax/request to Team Leader, screening requests for the week. Team Leader change MRD if current dat· was keyed in order to complete record in CofC Database. If request was processed with file, give reque: to JCWS to order file and assign to Tony. Tony, place request/file on Expedite list and rack.

☐ 6. Error in in LIE's decision *(correction(s) denied),* inform applicant to submit Request for Reconsideratio with statements and copies supporting requested corrections., i.e. 1449 or 892, PTOL-85B, ect. DO NO'. REQUEST COPY OF ORIGINAL REQUEST. Key new record. Forward to Team Leader whose Tean is processing request for the week, to determine whether error was made by Examiner or LIE, in maki decisions. (See # 4. for errors in keying (supersedes).

☐ 7. No record in CofC Database (History or Current). Ask attorney to to send a copy of the request, PTOL 1050 forms and post card, to your attention. When request is received, key a record, imediately forwar· any *outstanding* request to Team Leader to screening for type of distribution. If "P", place on Expedi. rack and list. If "R", Team Leader should order file and give file/request to *JCWS to assign to an LIE t Expedite (place in red mail tub for next issue being proceseesed for publishing approved corrections),* ASA·

TO: JCWS AJ **TO: TEAM LEADER** ___ **TO: LIE** ___ **To OAC:** ___ (Revised 5/09/2003 cbn)

(handwritten, left margin, vertical): A copy of CofC mailed out 09/30/03

*Today's Date: __10-27-03__ **Patent No.** __621614__

STATUS/TELEPHONE INQUIRY & EXPEDITE REQUEST
(11/19/2002)

Caller's Name: _____ **Tel. #:** _____

Comments (note what is being requested or problem): _____

_____

_____

_____

PALM Location: __9200__ **Date:** __10-2-03__ **Charged to (name):** _____ **Loc.:** ____

Record In CofC Database (circle one) Y / N _(If more that one record, use reverse side)_

MRD (for record in CofC Database): __9 / 24 / 01__ **Assigned to (LIE's initials (initials):** __SPE__

Date Assigned: ___/___/___ **Sent to Loc.:** _____ **Rec'd:** ___/___/___ **Turned-in:** __7/17/02__

Date PALM updated: __7/18/02__ **CofC Issued:** __8/6/02__ **CofC Denied:** ___/___/___

Patent number listed on C of C listing in OG ((circle one) Y / N

CofC Issued for this record is attached to patent on Internet (circle one) Y / N

New/different correction(s) requested. Check Intranet or with RTIS. (circle one) Y / N

Corrections request here, are exactly the same as in CofC on Intranet. (circle one) Y / N

- [ ] 1. Outstanding pending request, order file, dispatch to JCWS, to match paper and assign to an LIE, ASAP.

- [ ] 2. CofC was recently issued or denied. If CofC was issued less than 2 weeks ago, inform applicant/attorney to allow approximate 2 weeks and if CofC is not received, to submit status inquiry. Inquiries regaarding CofCs that were recently issued/denied, after receipt of the inquiry, should be placed in the file.

- [x] 3. If CoC was issued more than three two weeks ago, and the <u>attorney has not been received</u>, inform attorney to file a written request. Status letters for CofCs issued more that than 3 weeks ago, or any request for duplicate certified CofC (a "Request for Duplicate Certified Copy of Published Certificate of Correction"), should be forwarded to JCWS with the file. JCWS, duplicate Certified copies should be direct to address in PALM, only. If request was denied forward file to LIE, to send applicant copy of denial letter.

- [ ] 4. The request is assigned to an LIE or LIE has sent file to TC, give customer the LIE's name and telephone number, and tranfer call to the LIE that the file is assigned. If the LIE does not answer phone and caller insists that the call is urgent, direct call to the LIE's Team Leader.

- [ ] 5. If errors were made in the keying of corrections for published/issued CofC, inform attorney/applicant to <u>noted corrections to quoted text or corrections on a copy of incorrect CofC</u> and send it to this Branch. Key new record. If request was processed without file locate CofC in "PUBLISH" CofCs and forwdard fax/request to Team Leader, screening requests for the week. Team Leader change MRD if current date was keyed in order to complete record in CofC Database. If request was processed with file, give request to JCWS to order file and assign to Tony. Tony, place request/file on Expedite list and rack.

- [ ] 6. Error in in LIE's decision <u>(correction(s) denied)</u>, inform applicant to submit Request for Reconsideration with statements and copies supporting requested corrections., i.e. 1449 or 892, PTOL-85B, ect. DO NOT REQUEST COPY OF ORIGINAL REQUEST. Key new record. Forward to Team Leader whose Team is processing request for the week, to determine whether error was made by Examiner or LIE, in making decisions. (See # 4. for errors in keying (supersedes).

- [ ] 7. <u>No record in CofC Database (History or Current)</u>. Ask attorney to to send a copy of the request, PTOL-1050 forms and post card, to your attention. When request is received, key a record, imediately forward any <u>outstanding</u> request to Team Leader to screening for type of distribution. If "P", place on Expedite rack and list. If "R", Team Leader should order file and give file/request to <u>JCWS to assign to an LIE to Expedite (place in red mail tub for next issue being proceseesed for publishing approved corrections)</u>, ASAP.

TO: JCWS __AJ__   **TO: TEAM LEADER** _____   **TO: LIE** _____   **To OAC:** _____   (Revised 5/09/2003 cbn) # 3

Date Rec'd: _____ Team Leader:_____ Pat. No. _____
SECOND REQUEST (DIFFERENT CORRECITONS), SUPERSEDE OR RECONSIDERATION
(USE A RED PEN FOR COMPLETING INFO, ON THIS COVER SHEET)

Team Leader, an Office Automation Clerk may assist you by supplying data from CofC Database (Current & History), PALM, and copies from Intranet, to determine type of request (second request, supersede, and/or reconsideration) and to determine if there were any errors made in decisions and/or publishing are attributable. <u>Team Leader, check appropriate boxes below, key record (if necessary) and forward to JCWS, to order file and assign file to an LIE, to EXPEDITE.</u>
Team Leader, DO NOT ORDER FILE.

MRD (for request attached to this cover sheet):_____/_____/_____(Team Leader have LDRC, stamp same MRD on 1050s.)

File Charged to (in PALM): _____**Date Charged to Loc.:** ____/____/_____
Information re most recent record in CofC database(Check Current & History)

MRD:_____/_____/_____ Examiner (LIE's initials): _____

Date Assigned: _____/_____/_____Turned In: _____/_____/_____

CofC Issued:_____/___/____CofC Denied: _____/___/____Updated: Y / N Date: ____/___/_____

Patent number listed on C of C listing in OG ((circle one) Y / N

CofC Issued for this record is attached to patent on Internet (circle one) Y / N

New/different correction(s) requested. Check Intranet or with RTIS. (circle one) Y / N

Corrections request here, are exactly the same as in CofC on Intranet. (circle one) Y / N

- [ ] Second Request requesting new/different corrections or additional corrections. **TEAM LEADER, DO NOT ORDER FILE.** <u>If</u> necessary, call attorney/applicant for assistance in determining if new/different corrections. Team Leader, key new a record no: _____/___/____. Place request with CofCs keyed same week, to be screened to determine if "P", "R", or "RTC" (add to total keyed). <u>Mark through any corrections on 1050, that were appropriately published.</u>

- [ ] Reconsideration - [ ] Supersede - [ ] Special CofC - [ ] Erratum - [ ] Expedite CofC

Team Leader, determine if a Request for a Corrected CofC (Supersede) or Reconsideration, due to error in decisions or keying, attributable to (check the appropriate box, below):

[ ] **RTIS** Keying Error	[ ] **LIE:** _____ LIE Processing or Decision Error	[ ] **OFFICE** Error in Entry of Document or Ex. Decision	[ ] **ATTY.** 1.323 Consideration or Petition Required

If errors are attributable to LIE, use guidelines for appropriately notifying the LIE and recording errors (make copies supporting that the LIE made error, attach copies to this cover sheet, keeping copies for your records, and forward copies to CBN, <u>at the end of each month</u>).

- [ ] JW or OL, locate request for CofC published on: _____/___/____ and return to:_____
      (Circle OAC Initials)
- [ ] _____Team Leader keyed record on on: _____
      Team Leader 's Note Your Initials (For MRD, use date faxed or issue date on CofC from RTIS.

- [ ] JCWS, order file and assign or reassign to an LIE/to: _____

Comments/ Instructions:_____

- [ ] SEE REVERSE SIDE, FOR ADDITIONAL COMMENTS/INSTRUCTIONS)   (Revised 05/09/2003 cbn) #4